

# Department of Army



## *Joining the Army Civilian Team*

### *A Guide to Army's Civilian Application Process*

*As of 7 November 2003*

## **JOINING THE ARMY CIVILIAN TEAM**

The Department of the Army (DA) offers abundant opportunity for challenging and rewarding civilian employment in virtually all career fields and in all parts of the world. Whether you are a student, a recent graduate, a veteran, a current Federal employee, or a citizen seeking information about opportunities with the DA, this guide should help. The Army is committed to making the process of applying for jobs as easy as possible. Each year DA hires over 25,000 permanent employees, and thousands of temporary and seasonal employees.

This guide addresses these common questions:

- What jobs are available?
- What do I do next?
- How do I prepare a resume?
- How do I submit a resume?
- How do I self-nominate (apply)?
- How do I monitor the status of my job search?
- Whom do I contact if I have questions?

## **WHAT JOBS ARE AVAILABLE?**

The most current and reliable information is available via the Internet. Army posts vacancies on two web sites. These are [www.cpol.army.mil](http://www.cpol.army.mil) and [www.usajobs.opm.gov](http://www.usajobs.opm.gov). By accessing these sites you can view current vacancy announcements. The vacancy announcement will provide a description of the work to be performed, qualifications required, salary range, whether the job is permanent or temporary, full time or part-time and information on who can apply. The Web sites are updated daily so you are encouraged to visit these regularly. When you locate a job that interests you, the Internet, [www.us.army.mil](http://www.us.army.mil), can be effectively used to learn about the organization where the vacancy exists and about living and working in that location.

## **WHAT DO I DO NEXT?**

It will be important for you to read the vacancy announcement to see if you are within the target audience as described below.

The target audience for the first type of announcement is generally current permanent Army employees. However, the announcement is often open to other current and former Federal employees and those who can be appointed under various appointment authorities such as some veterans, handicapped employees, reinstatement eligibles, Executive Order 12721 eligibles, etc. Additional information can be found in Army's resume builder.

The target audience for the second type of announcement is those who have never been a permanent Federal employee or are not eligible for one of the appointment authorities described in paragraph 1. This type of announcement is commonly used for entry-level positions, hard-to-fill jobs (such as Medical and Engineering occupations), and when managers choose to expand the applicant pool to the general public. Most of these announcements are restricted to U.S. citizens.

## **HOW DO I SUBMIT A RESUME?**

It is recommended that you submit a resume at the beginning of your job search. Once a resume is on file, you can easily nominate yourself for Army vacancies by clicking on a self-nomination button from the job announcement (see below). The Army Resume Builder or the job announcement will have guidance on where to submit this resume. You may update your resume at anytime, however, it is important to remember that only the latest resume will be active.

## **HOW DO I SELF-NOMINATE (APPLY)?**

You must complete two steps to apply under a vacancy announcement - submit a resume and self nominate. Once you have saved and submitted your resume you are ready to apply for specific vacancy announcements. As you see vacancies for which you want to be considered, you must apply by self-nominating. The preferred method is to go to [www.cpol.army.mil](http://www.cpol.army.mil) and open the announcement. You will find a button, labeled "Self-Nominate", that allows you to electronically apply for the vacancy. Although not recommended, you may also self nominate through email, surface mail or fax. Instructions for this process are in the announcement.

## **HOW DO I PREPARE A RESUME?**

Use Army's Resume Builder with the following in mind:

This tool allows you to create a resume with all of the required information and to electronically save it to Army's database. By electronically submitting your resume and/or self-nomination(s) for a vacancy, you will receive an electronic acknowledgement of receipt. This tool can be accessed from the employment tab on [www.cpol.army.mil](http://www.cpol.army.mil) or from hyperlinks within the vacancy announcement.

Your resume is not intended to be a complete "working life history" but should provide enough information to determine eligibility and qualifications. When preparing your resume, start by thinking about your career goals. Focus on defining and identifying the key and meaningful skills you currently possess. Describe your experience in sufficient detail with concrete words rather than vague descriptions. Do not use acronyms. A well-written resume can be used to compete for many DA vacancies.

While Army accepts resumes by e-mail or regular mail, you are strongly encouraged to use Army's Resume Builder. If you choose to submit an application by email or regular mail it must be in the format used by Army's Resume Builder. Other resume formats will not be considered. If you choose to prepare and submit a traditional resume (not recommended), you will need to follow the instructions in the Army Resume Preparation Kit at [www.cpol.army.mil](http://www.cpol.army.mil).

You are reminded that all information included in your resume is subject to review and verification. Legal and regulatory penalties may be imposed on those submitting false information.

## **WHOM DO I CONTACT IF I HAVE QUESTIONS?**

If you have any questions not covered by this guide, feel free to submit an inquiry to [applicanthelp@cpsrxtp.belvoir.army.mil](mailto:applicanthelp@cpsrxtp.belvoir.army.mil).

## **HOW DO I MONITOR THE STATUS OF MY JOB SEARCH?**

You have easy access to real-time information on the status of your application via the Internet by using a tool appropriately called ANSWER. ANSWER is accessed at [www.cpol.army.mil](http://www.cpol.army.mil) under the employment tab. By following the instructions at the ANSWER web site, you create a user id and password that will give you access to the status of your resume and self-nomination(s). You can also view the resume that you currently have on file. By using Army's Resume Builder to electronically submit resumes and self-nominations, you will receive immediate notification of your status.

Resumes from applicants not permanently employed by the Department of Army will be retained in the database for six (6) months from date of last submission of resume, date last accessed, or until selected for a position.